

JOB DESCRIPTION

Job Title: Work Placement Officer

Responsible to: Work Placement Executive

Accountable to: Personal Development, Behaviour & Welfare Manager

Job Purpose

To support the Work Placement Executive and organise work experience for learners across the curriculum areas. This includes sourcing work placement opportunities, assessing the suitability, health and safety and safeguarding of the placements in line with college policy and procedures.

Key Responsibilities

- Source and visit high quality work placements to establish new work placements and demonstrate the overall benefits to both the employer and students.
- Work with Work Placement Executives to implement the College's approach to work experience including the preparation and implementation of learners on T-Level and substantial placements
- Development excellent rapport with external companies and employers.
- Source companies willing to take learners on placements via mail shots, cold calling and via existing college databases and leads provided by learner self-sourcing or via other members of college staff.
- Seize suitable opportunities to bring in guest speakers or secure suitable visit opportunities to companies for our learners
- Visit all self-sourced placements to ascertain if the placements are suitable. Assess and approve the suitability of work placements in liaison with the College's Safeguarding and Health and Safety Officers.
- Ensure that work placements, together with details of placement opportunities, students' involvement and employer details are recorded accurately
- Deliver where required learner and staff information presentations on Work placement.
- Record each visit, confirming the employer's acceptance and understanding of their responsibilities regarding safeguarding, Prevent and Health & Safety, as well as any other areas of legislation.
- Liaise with the Health & Safety Officer and undertake monitoring and vetting of work placements by carrying out Health & Safety assessments and obtaining insurance details when required.

- To communicate effectively with the Work Placement Executive and appropriate team members by providing work placement updates and develop strong working relationships with curriculum staff and learners.
- To comply with the College Work Placement procedures and processes.
- Prepare and fulfil DBS signatory requirements for learners as required on GCSE day and throughout the new academic year for all learners requiring DBS.
- Distribute details of new work placements to appropriate course staff and offer advice, information and support on all matters relating to work experience.
- Carry out student/employer matching exercise with course staff, monitoring and assessing suitability in terms of experience, training content and duration in order to ensure good practice.
- Produce all necessary work placement information for employers to confirm work placements in a timely manner.
- Produce Learner Contracts for all learners going on a placement in a timely manner and return signed copies to MIS
- Monitoring of learners on placement if/when necessary.
- Document and report the successes and improvements in relation to work placements by curriculum area.
- Undertake other such duties as may be reasonably required commensurate with the grade.

Responsibilities Common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Vision, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Person Specification

- 5 GCSE A* - C including Maths & English
- NVQ 3 Level 3 in Administration or equivalent
- Relevant Health & Safety Level qualification (or be willing to work towards)
- Good IT skills
- Proven experience of working in a work placement, employer engagement or similar role
- Successful experience of working with 16+ age group
- An understanding of work placement study programme requirements and emerging work placement government priorities.
- High level organisation and planning skills
- Ability to deliver competing priorities to deadline
- Strong communication and interpersonal skills
- Ability to work effectively with employers and learners
- Some experience of completing Risk Assessments/Health & Safety Assessments
- Knowledge and understating of Health & Safety Legislation
- Able to take initiative
- Flexible in approach
- Be able to work independently
- Driving licence and use of a vehicle